



Manager's Report

for Council Meeting November 25, 2003

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Allswell Detection Technologies
Better Windows by Ben Inc
Bob's Handyman Service
Brazilian Touch
Calendar Club
Champagne Creations LLC
Clown'n & Bounce'n LLC
Douglas L Fleming Jr. PC
Excel Water Technology
Grand Slam Tennis Academy
Home 101
Lester Contractors
Lola's Child Care
Sprint Essente

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of November 10 through November 21, 2003:

New Hires

Nathan LaVoie
Sharon Riley

Position

Communication Technician
Communication Technician

Department

Police Department
Police Department

Promotions

Jamie Morin

Equipment Operator

Utility Lines

Transfers

None

Separations

Resignations

None

Retirements

None

Terminations

None

PLANNING DIVISION:

<u>DIVISION OF CURRENT PLANNING</u> <u>PLAN REVIEW ACTIVITY</u>			
PLANS REVIEWED DURING THE PERIOD OF: NOVEMBER 4, 2003 – NOVEMBER 18, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Battlefield Marketplace	Revisions to Approved Preliminary/Final Development Plan	1 st	Parking, lighting and grading revisions
Battlefield Marketplace (Costco Wholesale Corporation)	Easement Plat	1 st	Various on-site easements
Kincaid Forest, Section 12A, Lots 432 and 433	Boundary Line Adjustment	1 st	Boundary line adjustment between two lots
Rosebrook/Johnston Property Subdivision	Construction Drawings	1 st	20 Single-family detached lots
23 Sycolin Road (Tramell Subdivision, Lots 2 and 3)	Variation Request	1 st	Request to waive public road frontage requirements
Providence Baptist Church	Request for Development Plan Waiver	1 st	Expansion of the existing church building
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: NOVEMBER 4, 2003 – NOVEMBER 18, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Kincaid Forest, Section 12A, Lots 432 and 433	Boundary Line Adjustment	1 st	Boundary line adjustment between two lots
Holy Trinity Lutheran Church	Preliminary/Final Development Plan	1 st	
Battlefield Marketplace (Costco Wholesale Corp)	Easement Plat	1 st	Various on-site easements
Potomac Station Retail (Parcel B)	Revisions to Approved Preliminary/Final Development Plan	2 nd	Minor revisions to shopping center
Chevy Chase Bank @ Potomac Station Retail (Parcel B)	Preliminary/Final Development Plan	3 rd	3,200 square foot drive-thru bank
Edwards Landing, Phase 3 – Lots 226 thru 249	Revisions to Approved Construction Drawings	1 st	Minor tree save revisions
Edwards Landing, Phase 3 – Virginia Power Easement	Easement Plat	2 nd	Private on-site easement
Star Pontiac Storm Sewer	Easement Plat	2 nd	On-site easement

ZONING DIVISION:

Zoning Permits Issued New Residential
 Potomac Crossing SFD @ \$105,000

Zoning Permits Issued Commercial

316 C E. Market Street Interior Fit-up @ \$2000.00
50 Catoctin Cir. SE Interior Fit-up \$37,400
50 Catoctin Cir. SE Interior Fit-up \$3,050
1200 Edwards Ferry Rd. NE Retaining Wall Target @ \$50,000
1200 Edwards Ferry Rd. NE Retaining Wall Target @ \$50,000
1200 Edwards Ferry Rd. NE Retaining Wall Target @ \$100,000
659 Potomac Station Dr. NE Interior Fit-up @ \$7, 500.00 Potomac Station Retail
663 Potomac Station Dr. NE Interior Fit-up @ \$7, 500.00 Potomac Station Retail
675 Potomac Station Dr. NE Interior Fit-up @ \$7, 400.00 Potomac Station Retail
39 Catoctin Circle SE Replace Roof @ \$80,000 VA Village
215 Ft. Evans Road NE Retaining Walls @ \$5000.00 Leesburg Corner Outlet
215 Ft. Evans Rd NE New Restaurant –Panera @ \$800,000 Leesburg corner Outlet
541 E. Market Street Replace Roof Restaurant @ \$25,000 Bellwood Commons
1081 Edwards Ferry Rd. NE Sign Raceway @ \$1,700.00 Battlefield Shopping Center

Occupancy Reports Issued Residential

Potomac Crossing 4 SFA 2 SFD
Stowers 2 SFD
Edwards Landing 3 SFD 7 SFA
Stratford 1 SFA 2 Duplex
Kincaid Forest 1 SFA
Hamlets @ Leesburg 1 Duplex/SFA

Occupancy Permits Issued Commercial

241 Edwards Ferry Rd NE #865 Interior Fit-up Outlet Mall

Special Exceptions

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. A Planning Commission preview was held on November 6, 2003 and the public hearing is scheduled for November 20, 2003.
2. SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. Staff met with applicants on November 12, 2003 to reschedule review.
3. SE 2003-0003 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were originally accepted for review on July 11, 2003. The Planning Commission public hearing was held on September 4, 2003. At its October 2, 2003 meeting the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing was held on October 28, 2003.

At its November 12, 2003 public meeting the Council voted to approve the special exception use with conditions under Ordinance No. 2003-151.

4. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003 and is currently under review. A Planning Commission preview is scheduled for December 4, 2003 and the public hearing is scheduled for December 18, 2003.
5. SE 2003-0005 Loudoun Motor Sports: Located at 212 Catoctin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and the second submission has been reviewed. The Planning Commission public hearing was held on November 6, 2003. At that meeting the commission recommended approval of the application to the Town Council. A Council preview is scheduled for November 24, 2003 and a public hearing is scheduled for December 9, 2003.
6. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003 and is currently under review. A Planning Commission preview was held November 6, 2003 and the public hearing is scheduled for November 20, 2003.
7. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans are currently under review for acceptance for processing by the Town.

Rezoning

1. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. ZM 2003-0002 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. sought to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plans to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. Applicant has **withdrawn** this application from further consideration via letter dated November 5, 2003.
3. ZM 2003-0003 Leesburg Central Rezoning: The applicant James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to

build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and revised plans were resubmitted for review on November 14, 2003 and are currently under review. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street.

4. ZM 2003-0005 Waterside at Leesburg: The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans are currently under review for acceptance for processing by the Town.

ZONING ORDINANCE AMENDMENTS

No Zoning Ordinance Amendments are being processed at this time.

BOARD OF ZONING APPEALS CASES

The following case is scheduled for the December 1, 2003 BZA meeting: BZA Case #03-06 Kit & Kaboodle Pet Care Service, LLC - Appeal of the Zoning Administrator's determination that the business owner is operating in violation of the Home Occupation Regulations per Zoning Ordinance Sec. 9.4.3.E.6.

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 22 Public Facility Permits issued totaling \$321,882.00
- 44 work orders issued for meter sets
- 33 requests for occupancy inspection were issued.

Capital Projects Update

- Water Meter Conversion – to date, approximately 97% or approximately 11,835 water meters have been converted to the Hexagram fixed based network. Approximately 400 more meters remain to be converted.
- During this period, five plans were received for review within the service area, and four requests were processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant (WTP) and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- Review comments for Woodlea Mini-Pressure Zone pump station have been received and forwarded to the engineer. A meeting was held with the engineer to review the comments.
- A request for proposal for service during construction for the WPCF expansion is being prepared and issued this month.
- Minor revisions to the DCSM Article 2 are being processed.
- Attended several pre-application meetings regarding preparation of proposed developments.
- Mid-year and FY 05 budgets are in progress.

UTILITY LINES DIVISION

Installations made during this period:

1. Continue the "Large Meter" change out phase of the meter program.
2. Assist contractor with installation of new 2" water service at McDonalds (Market St. Project).

Training

John Creamer, Max Mellott, Herb Gallahan attended VML Training in Harrisonburg (confined space entry & sewer back up prevention).

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging

Summary Programs

- Performed complete maintenance on 250 fire hydrants
 - New connections to town utility system: 25
- Total number of water leak repairs: 5
Responded to 466 requests to locate utilities (Miss Utility).

ECONOMIC DEVELOPMENT & TOURISM

The Loudoun Convention & Visitors Association (LCVA) supports the Town's tourism efforts in following ways:

- They provide visitor information services at two visitor information centers in town
- Their Sales & Service Program assists with group bookings for Leesburg hotels, restaurants and other attractions, including shopping venues
- Their public relations efforts include media placements and area trade show and travel showcase booths
- They provide fulfillment services for Town of Leesburg tourism ads. LCVA staff answer the 800 numbers listed in the ads and send out requested materials.

The following is a summary of the support that the LCVA has provided to date in FY 2004. This information will be updated on a monthly basis.

Downtown Visitor's Center

<u>Month</u>	<u>Total</u>	<u>Weekend Average</u>	<u>Comments</u>
July 2003	290	93	
August 2003	951	201	August Court Days
September 2003	564	127	
October 2003	583	146	Columbus Day Weekend
<u>YTD Total</u>	1,805	140	

Catoctin Circle Visitor's Center

<u>Month</u>	<u>Visitors</u>	<u>Phone Inquiries</u>	<u>Other Inquiries</u>
July 2003	2,257	453	93
August 2003	2,936	645	57

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September 2003	2,134	382	86
October 2003	2,479	562	123
<u>YTD Total</u>	9,806	2,042	359

Group Bookings (Leesburg specific)

<u>Month</u>	<u>Wedding & Family Reunion Groups</u>	<u>Corporate & Association Groups</u>
July 2003	17	7
August 2003	12	3
September 2003	12	6
October 2003	4	7
<u>YTD Total</u>	45	23

Public Relations/Fulfillment/Other Highlights

<u>Month</u>	<u>Comments</u>
July 2003	Baltimore Sun article on Leesburg
August 2003	LCVA 800 number used as information line for August Court Days
September 2003	Gannett New Jersey Newspaper travel section article on Loudoun County
October 2003	<ul style="list-style-type: none">• Hosted travel writer Herb Sparrow (Group Travel Leader Magazine)• Exhibited at the Taste of DC Travel Showcase Columbus Day weekend

TOWN OF LEESBURG

Full-time vacancies as of November 21, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Town Mgr</i>	1	Library Manager	6/16/03	√	√	√	√	√	√
<i>Airport</i>	1	Airport Director	7/1/03	√	√	√	√		
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	<u>On hold*</u>					
<i>Eng & PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√	√			
	1	Maintenance Worker II	8/20/03	√	√	√	√	√	√
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√	√			
	1	Director of Finance	10/21/03	√	√				
<i>IT</i>	1	Director of Info Tech	9/16/03	√	√				
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√				
	2	Police Officer	7/1/03	√	√				
	1	Police Officer	10/15/03	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<i>Util Lines</i>	1	Util Maint Wrkr II	11/10/03	√					
<i>Water Supply</i>	1	Sr. Utility Plant Operator	11/10/03	√					
<i>WPCD</i>	1	Assistant Superintendent	11/17/03	√					
<u>TOTAL</u>	18								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe